

**Registration Form—UT Spring Workshop**

Please complete a separate form for each registrant

Name

Property or Company

Address

City/State/Zip

Phone

Fax

Email

**Fees:** *(After 05/14/08 add \$25 to fee)*

- AHMA Members \$250
- Non-Members \$350

**Method of Payment**

- Visa
- Amex
- MasterCard
- Check # \_\_\_\_\_

**Card Number**

Expiration

*Make checks payable to:* AHMA  
*Mail—*PO Box 21182, Denver, CO 80221  
*Fax—*(303) 840-9003  
*Register online—*[www.rockyahma.org](http://www.rockyahma.org)

**Cancellation Policy:** Cancellations with full refund will be accepted up to Wednesday, May 14th. Substitutions, but no refunds will be made after that time. We reserve the right to bill no shows.

**Payment is required PRIOR to seminar admittance.**

*Utah Spring Workshop*

Tuesday, May 20th  
 9:00 am—5:00 pm  
 &  
 Wednesday, May 21st  
 9:00 am—5:30 pm  
 &  
 Thursday, May 22nd  
 9:00 am—12:00 pm

Sheraton City Centre  
 150 West 500 South  
 Salt Lake City, UT 84101  
 801-401-2000

## Agenda

### Tuesday, May 20th

- 8:30-9:00 Registration  
9:00-12:00 MOR  
12:00-1:30 Lunch on Own  
1:30-5:00 MOR Continued

### Wednesday, May 21st

- 8:30-9:00 Registration & Breakfast  
9:00-11:00 Understanding the PBCAs  
11:00-12:30 Developing Effective and Compliant Outreach...  
12:00-1:00 Lunch (*Provided by AHMA*)  
1:00-4:00 Compliant Outreach Continued..  
4:00-5:30 Successfully Responding to an MOR

### Thursday, May 22nd

- 8:30-9:00 Breakfast  
9:00-12:00 Limited Monitoring Review Process  
12:00 Adjourn

## The Management and Occupancy Review (MOR)

The Management and Occupancy Review (MOR) session will be an interactive and detailed breakdown of the MOR and the requirements associated with the process. This full-day training class will cover important aspects of the MOR and will be structured to accommodate your questions. This is an excellent opportunity to get your specific questions answered as this session will be conducted by Contract Management Services.

We greatly value your suggestions and questions as part of a successful training class. Please provide your specific questions to [kim@rockyahma.org](mailto:kim@rockyahma.org) in advance.

### **Seminar Fee Includes:**

- Breakfast, lunch on 2nd day, beverage breaks
- Instruction and materials
- Certificate of completion

## Understanding the PBCA's Responsibilities Under the ACC

This seminar examines the Annual Contributions Contract and Guidebook for Performance-based contract administrators that govern what a PBCA must do to comply with HUD regulations. The PBCA's responsibilities for the following Core Tasks will be presented: Management and Occupancy Reviews, Civil Rights Compliance, Vouchering, Rent Adjustments, Contract Renewals, Follow-up on REAC Physical Inspections and reported Tenant and Resident Issues. In addition to the tasks above, the seminar addresses the PBCA role in the processing of Special Claims, EIV monitoring and Limited English Proficiency.

## Developing Effective and Compliant Outreach, Application Processing and Waiting List Management Procedures at Your Site

This workshop provides owners and agents an in-depth examination of how to design and implement on-site procedures that are compliant with Civil Rights Acts, Fair Housing legislation and HUD Handbook guidance. The session examines the impact Affirmative Fair Housing Marketing Plans and recent HUD guidance on Limited English Proficiency have on owner advertising and marketing activities---what the rules require and what is prohibited. What policies and procedures an owner should implement to avoid discriminatory practices when processing applications is also examined. Finally, the session provides steps owners and agents can use to design and maintain a compliant waiting list at their sites.

## Successfully Responding to an MOR

This session details what owners and agents are required to do in their responses to a Management and Occupancy Review performed by their PBCA. Included are deadline requirements, HUD Handbook 4350.1, Chapter 6

If you have a disability which prevents your full participation in this program, please contact AHMA at 303-840-9803 or fax 303-840-9003. This training site is handicapped accessible.

## Successfully Responding to an MOR Continued..

requirements; requirements of other controlling documents, including HAP Contract and Owner/Management Agent Certification. The session will include samples of effective and ineffective Corrective Action Plans. An explanation of how to understand an MOR Report and how best to respond or appeal a finding will also be discussed.

## Limited Monitoring Review Process

This informative session will be presented by Michele Hutchins with the Salt Lake City HUD Fair Housing and Equal Opportunity office. Michele will cover the Limited Monitoring Review (LMR) and how it relates to the selection of properties for the 504 compliance reviews. If time permits, Michele will also discuss the Affirmative Fair Housing Marketing Plans.

## Your Instructor: Katherine J. Papp

Miss Papp fills the role of Director of Training and Compliance for CGI's PBCA Contracts. CGI and its partners perform contract administration activities for Washington, D. C., Northern California, Ohio, Florida and New York. In addition, Miss Papp has served as the Training Coordinator for Troubled Housing Authority Recovery Projects in Ohio and Maryland. As part of her responsibilities, she performed SEMAP and PHAS audits and designed, trained and implemented SEMAP Internal Auditor programs at several housing authorities. In her capacity as Director of Training and Compliance, she designs training programs, establishes policies and procedures, and authors operations manuals. She is a past presenter at SAHMA and MAHMA conferences and has provided customized training for other PBCAs.

**Accommodations**—Rooms are available on a first come first serve basis from \$129.00 at the Sheraton City Centre. **Please make your room reservation by Wednesday, April 23rd by calling AHMA directly and ask for Melanie Labonte 303-840-9803.**